

**Virginia Sexual and Domestic Violence Victim Fund  
Grant Application Checklist  
2013-2014 Funding Cycle**

The items listed below **must be** submitted in the order outlined in this checklist. Additionally, all pages of the grant application must be numbered.

This checklist does not need to be submitted with your application.

- ☐ An original and three (3) unbound copies of the application are being submitted by mail or by hand for receipt by DCJS by **4:30 p.m., September 21, 2012**. Please double space and use Arial 12 font.
- ☐ Grant Application Cover Sheet (Attachment 1A) is completed **for each calendar year** of the 24-month grant cycle (January 1, 2013 to December 31, 2013 **and** January 1, 2014 to December 31, 2014).
- ☐ Grant Application Cover Sheets (Attachment 1A) are signed by the Project Administrator.
- ☐ Itemized Budget (Attachment 1B) is completed **for each calendar year** of the 24-month grant cycle (January 1, 2013 to December 31, 2013 **and** January 1, 2014 to December 31, 2014). All applicable sections of Itemized Budget have been completed. All columns have been totaled and arithmetic has been checked for accuracy.
- ☐ A Project Budget Narrative has been provided, explaining and justifying **all** items included in the Budget Category Itemization.
  - ☐ Job Description(s) for any proposed position
- ☐ A Project Description has been provided including the following:
  - ☐ Project Overview **new applicants only**
  - ☐ Need Justification **new applicants only**
  - ☐ Goals and Quantified Objectives with Activities and Performance Measures (Attachment 2) **all applicants**
  - ☐ Program Progress Chart for each Goal & Objective (Attachment 3) **continuation applicants only**
  - ☐ Implementation Plan **new applicants only**
    - ☐ Timeline
    - ☐ Organizational Chart
  - ☐ Evaluation Plan **all applicants**
    - ☐ Copy of survey used (or to be used) to obtain client feedback **new applicants only**
  - ☐ Evidence of Community Coordination **continuation applicants only**
  - ☐ Signed copies of all new or revised cooperative agreements with implementation dates are attached **all applicants**
  - ☐ List of current cooperative agreements with implementation dates **continuation applicants only**
- ☐ General Grant Conditions and Assurances (Attachment 4) form signed by the Project Administrator is attached.
- ☐ A copy of 501(c) (3) confirmation letter is attached. (Private, non-profits only) **new applicants only**
- ☐ If non-profit, the agency's most current financial audit is attached. (Private, non-profits only) **new applicants only**